

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA

****Career Opportunity****

TITLE: Human Resources & Training Specialist
SALARY: CL 26 - CL 28 Depending upon qualifications
Starting salary \$41,786 - \$68,809 plus benefits
Applicants with federal judiciary experience may start at a higher level.
OPEN DATE: February 15, 2013
CLOSING DATE: Open Until Filled. Apply by March 8th to ensure consideration.

OVERVIEW: The Northern District of Oklahoma is recruiting for an experienced Human Resources Specialist. This individual will provide a full range of services and training to the judges and staff of all units of the Northern District of Oklahoma including the District Court, Bankruptcy Court, and Probation Office.

DUTIES:

- Process a variety of HR and payroll actions such as appointments, promotions, separations, etc. using HRMIS (PeopleSoft) automated interface.
- Assist with recruitment efforts such as announcements, interviews, reference checks, etc.
- Serve as leave administrator for all time and attendance issues and records.
- Maintain and monitor human resources records.
- Administer the court benefits program.
- Work with management to review, research, recommend, write and administer HR policies and procedures.
- Administer training activities within the court.

QUALIFICATIONS:

- High School Graduation or Equivalent.
- Minimum two years general work experience.
- Minimum one year specialized experience.
- Ability to communicate effectively (orally and in writing) to individuals and groups.
- Ability to pass a full background investigation.
- Ability to demonstrate sound judgment and maintain confidentiality.
- Ability to work independently and as a member of a close-knit team.
- Ability to work with high level professionals.
- Skill in the use of automation equipment and software.

HOW TO APPLY: Applicants must submit an updated application/resume and cover letter to:

U.S. District Court
333 W. 4th Street, Room 411
Tulsa, OK 74103
Attn: Human Resources Vacancy

Or email application/resume and cover letter to
HRVacancy@oknd.uscourts.gov

****EQUAL OPPORTUNITY EMPLOYER****